

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address  Department of Finance and Administration Division of Administrative Services Suite 2200, Peachtree Summit		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received      Application No.      Date Completed SEP 15 1977 <b>77-276</b> SEP 21 1977	
4. Person to Contact Mildred Merritt		1. Application Date 8-2-77	2. Dept. Application No.
5. Working Title Records Clerk		6. Telephone Number 586-5081	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest 5-74 to present	9. Records Series Title (followed by title used in office, if different) Travel Requisitions File		
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Division of Administrative Services is responsible for providing office and specified supportive services to Authority Staff. These services include the acquisition, management and maintenance of office and storage space, maintenance, and storage of office supplies, provision of centralized telephone, printing, mail and messenger services; Administration and management of central office motor pool, preparations for meeting; and the provision of a travel reservationist.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to:  Establishing procedures to properly issue employee travel and cash requisition Included are: Processed travel arrangements, hotel reservations, cash advance, and rental car.   File is arranged: By vendor, by day			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____			
13. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <b>C&amp;P</b>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative heed	_____ <u>5</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to \_\_\_\_\_ Records Center; hold 4 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>Charles Howell</i>	<i>8/24/77</i>		<i>Wayne Remmer</i>	<i>9/9/77</i>
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>Rakut Bell</i>	<i>9/8/77</i>		<i>Salvatore Bath</i>	<i>9/14/77</i>
X Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
				<i>HS Canale Hart</i>	<i>9-21-77</i>
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date
	<i>Douglas McLean</i>	<i>9/8/77</i>			